Manuscript Preparation and Submission

Chapter manuscripts should be submitted both in electronic form and as printed manuscript. The printed manuscript should match the electronic file exactly.

Electronic documents

We greatly prefer that you create your chapters using Microsoft Word. We can accept files on any size/density disk, Windows/IBM PC-compatible format. Each disk should be labeled with your name, the title of the chapter, the word processing format (including the version number), and the file names.

Text format

- Use 1-inch margins on all sides.
- Double-space all text.
- Use a standard typeface such as Times Roman at the 12-point size.
- Use a narrower alternative at a smaller size, such as Arial or Arial Narrow, for tables as needed.
- Keep formatting to a minimum. Eschew fancy boxes, extra rules, etc.
- Text should be ragged right, not justified; that is, the right margin of the text should not be even as in a printed book.
- Do not break words manually with a hyphen and a return at the end of a line. Do not use MS Word's Hyphenation feature.
- Type internal subheads in such a way that your organization can be easily discerned by the copyeditor. (OK to use Word's Style feature.) Leave extra space above and below subheads.

Figure format

- To accurately render figures, we need both a picture of the figure and the data points that went into creating it. The picture alone is not enough. Please provide the original data, such as Excel files, for all figures.
- Do not embed figures, such as graphs or charts, within the text of the chapter. Please provide large tables and all figures at the end of the document or as a separate document.
- Do not use color in figures.
- Provide complete source information for all figures.
- Also see "Tables, Figures, and Maps" in *The World Bank Publications Style Guide.*

Tables

❑ Use Word's Table feature to create and format tables. (Please do *not* use the Draw feature to create or format tables.)

❑ Excel files are needed for tables only if the table has been pasted into the chapter as a picture.

❑ See "Tables, Figures, and Maps" in *The World Bank Publications Style Guide* for further guidelines on creating and formatting tables.

Flow charts and other illustrations

❑ Provide the text of all flow charts, labels, and leader lines in a Word file.

❑ Provide an image or hand-drawn original showing how the flow chart is to be rendered.

Printed manuscript

Please provide one copy of the printed manuscript. The manuscript should be single-sided and should be printed in letter-quality mode.

Cover page

Your manuscript should begin with a cover page that contains the following information:

❑ The title of the chapter.

❑ Author names and affiliations.

❑ Contact information for each author, including complete street address, zip codes, e-mail addresses, phone and fax numbers, and e-mail addresses.

❑ The actual number of words in the text of the chapter, as well as the requested number of words. Most word processing programs can calculate the number of words. In MS Word, use the Word Count feature under Tools.

Editorial Style

General style

The basic reference for editorial style is the fourteenth edition of *The Chicago Manual of Style*. Our basic references for spelling are *Merriam Webster's Collegiate Dictionary*, tenth edition (1993) and *Webster's Third New International* Dictionary (1976). Our references for medical terminology are *Stedman's Medical Dictionary,* 27th edition (2000) and *American Medical Association Manual of Style,* 9th edition (1998). Where alternate spellings are given, we prefer the first spelling. The *World Bank Publications Style Guide* provides useful guidelines on Bank-specific style matters, such as country names and world regions, acronyms and abbreviations, and table design. The guide can be accessed at http://intresources.worldbank.org/EXTOP/Resources/style.pdf.

Order of items in chapter

Chapters will begin with an introduction of some kind, although this section does not need to be labeled introduction. The introduction is followed by the body of the chapter. Chapter endnotes will be used rather than footnotes; these immediately follow the text of the chapter. References are at the end of the chapter. If a chapter has an Appendix or Appendices, these elements precede the Notes.

Internal headings

- Please try to limit the organization of your chapter to three levels: A-level subhead, B-level subhead, and C-level subhead.
- Do not begin the chapter with a heading.
- Each heading should be separated by at least one or two paragraphs.
- Each level should contain at least two subheads. For instance, an A-level subhead should be followed by at least two B-level subheads before another A-level subhead appears.
- Keep each heading brief—a label, rather than a detailed description of what follows.
- Also see "Headings and Titles" in *The World Bank Publications Style Guide.*

Numbering system for tables/figures

Double numbering

A double-numbering system will be used. Each table, figure, or box will be identified with the chapter number as well as the element number: The first two tables in chapter 14 will be called Table 14-1 and Table 14-2; the first box will be called Box 14-1.

Appendixes

- Each appendix should have an A-level subhead with a chapter and letter as identifier:

    Appendix 14C. Numerical Values of Input Parameters

- Special elements within an appendix should also be double-numbered. The first table within Appendix 16A would be:

    Table 16A-1. Clinical Interventions: Cost and Effectiveness

Cite in order

❑ Special elements should be referenced in the chapter in order of their appearance. "See table 6-2" should not appear before "See table 6-1."

People and places

❑ At least some of the readers of your chapter will not be specialists in your field. For their benefit, give, wherever appropriate, chronological, geographical, or cultural clues to identify people and concepts mentioned in your chapter. Give full names of people on first mention in your chapter, using only surnames on subsequent mention.

Gender and first-person

❑ Please avoid the use of gender-specific pronouns and first-person narrative.

❑ An easy way of avoiding gender-specific pronouns is to construct the sentence in such a way that the plural pronoun can be used. Instead of saying

Whenever a doctor sees his patients

Say

Whenever doctors see their patients

Dates

❑ Avoid phrases that will date the material rapidly, such as "currently," "recently," and "in the past twenty years." Instead, use specific dates that will still be accurate for the person reading the entry five years from now. For formatting dates, see *Chicago Manual of Style,* section 8.33 ff.

Numbers

❑ In text, spell out numbers *one* through *nine.* Spell out fractional amounts (e.g., two-thirds, three-fourths) and do not use abbreviated notation for numerical ranges; use expressions such as "170 to 179" in regular run of text and "pp. 170-179" for page ranges.

❑ When dealing with percentages in running text, use numerals for the amounts and spell out the word *percent* (e.g., "While 53 percent of the population. . ."). When percentages appear in parentheses to provide greater detail, use numerals and the percent symbol (e.g., "The majority (53%) of the population. . .").

❑ In tables and figures, generally, use numerals and abbreviations for all numbers.

❑ See "Numbers and Measurements" in *The World Bank Publications Style Guide.*

Author-date system

❑ Please use the author-date system for notes and references, described in chapter 16 of *Chicago Manual of Style* and in "Notes and References" in *The World Bank Publications Style Guide.* Use title capitalization, also called headline style, for titles of all articles and books:

"Epidemiology of Leprosy in Relation to Control."

References

❑ Please make sure that all sources cited have a complete reference entry, with authors, date, title of book, location of publisher, and publisher; for articles, author names, date, title of article, title of journal, volume number, issue number, and page numbers.

❑ The reference list at the end of the chapter should contain only those references cited in the chapter. The list should be called "References," not "Bibliography."

Examples

TEXT CITE

This point was emphasized by Creese and Henderson (1980 p. 494):

In a follow-up study of 129 person with paucibacillary leprosy, Ramanan and others (1987) found that 83.7 percent . . .

Whether this syndrome actually exists has been questioned (Winikoff and Castle 1987).

FULL REFERENCE

Creese, A. L., and R. H. Henderson. 1980. "Cost-Benefit Analysis and Immunization Programs in Developing Countries." *Bulletin of the World Health Organization* 58:491-97.

Ramanan, R., P. R. Manghani, A. Ghorpode, and S. K. Bhagolinal. 1987. "Follow-up Study of Paucibacillary Leprosy on Multidrug Regimen." *Indian Journal of Leprosy* 59(1):50-53.

Winikoff, Beverly, and M. A. Castle. 1987. "The Maternal Depletion Syndrome : Clinical Diagnosis or Eco-demographic Condition?" Population Council, New York.

Punctuation

- Words to be used as special terms should be typed in italics or underlined; do not use quote marks.
- Use the serial comma:

> They experience headache, nausea, and abdominal pain.

- Place periods and commas within quotes.
- Place colons and semicolons outside quotes.
- Begin a complete sentence after a colon with a capital letter.
- Use "'s" for possessive of singular nouns even when the noun ends with an "s" (e.g., nurse's or Jones's). Use only an apostrophe ['] for possessive of plural nouns that end with an "s" (e.g., nurses' or Joneses').
- Also see "Punctuation" in *The World Bank Publications Style Guide.*

Acronyms and Abbreviations

- Use abbreviations for units of measure.
- Do not use period with abbreviations or acronyms.
- Acronyms should be spelled out at first text mention in each chapter, followed by the abbreviation in parentheses.
- In source notes for tables and figures, acronyms for commonly understood organizations do not have to be spelled out.
- See "Acronyms and Abbreviations" and appendix D in *The World Bank Publications Style Guide* for further information a list of common World Bank acronyms and abbreviations.

Permissions

- It is the author's responsibility to secure all permissions for use of copyrighted materials and to pay any necessary fees.
- Any figure, table, or long quote (more than 50 words) that has been published previously requires permission and a credit line.
- Data in the public domain, including information published by governments and international organizations, need source information and/or a credit line but do not require permission.
- Material that has been "modified" or "adapted" generally requires a credit line but not permission. Material that has been "reprinted" and "redrawn" requires permission.
- Material used by permission in the first edition needs permission for the second edition.
- Go to the original source for permission. If a figure, table, or quoted material has a credit line that states it is reprinted from another book, go to the previous publisher for permission.

- Also see appendix G in *The World Bank Publications Style Guide.*